



City of Brighton

500 S. 4th Avenue
Brighton, CO 80601

Meeting Agenda

City Council

MAYOR - RICHARD N MCLEAN
MAYOR PRO-TEM - KEN KREUTZER
COUNCIL MEMBERS:
LYNN BACA, REX BELL, JW EDWARDS
MARK HUMBERT, JOAN KNISS,
MARY ELLEN POLLACK, KIRBY WALLIN

Tuesday, May 31, 2016

6:00 PM

Study Session Room

Special City Council Meeting

1. CALL TO ORDER

- A. Pledge of Allegiance to the American Flag.
- B. Roll Call.

2. APPROVAL OF REGULAR AGENDA

(Council may take a short break between 8:30–9:00 p.m.)

3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA **(Speakers limited to five minutes)**

4. ORDINANCES FOR FINAL CONSIDERATION

- A. [ID-153-16](#) AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, ESTABLISHING CERTAIN MARKET RATE COMPENSATION ADJUSTMENTS FOR REGULAR FULL TIME AND REGULAR PART TIME EMPLOYEE POSITIONS OF THE CITY OF BRIGHTON FOR A PORTION OF BUDGET YEAR 2016; INSTRUCTING THE CITY MANAGER TO DESIGNATE THE REVENUE SOURCES FOR IMPLEMENTATION OF SUCH ADJUSTMENTS AND TO MAKE SUCH ADJUSTMENTS, EFFECTIVE JUNE 5, 2016; AND SETTING FORTH OTHER DETAILS RELATED THERETO.

Attachments: [ordinance market adj 2016](#)

5. RESOLUTIONS

- A. [ID-185-16](#) A RESOLUTION AMENDING CERTAIN ACCOUNTS IN THE GENERAL FUND, CEMETERY FUND, WATER FUND, WASTEWATER FUND AND STORM DRAINAGE FUND FOR EMPLOYEE MARKET RATE ADJUSTMENTS; AND APPROPRIATING MONEY FOR EXPENDITURE

Attachments: [Reso 2016 Budget Amendment Market Rate](#)

6. ADJOURNMENT



Staff Report

File #: ID-153-16, Version: 1

HUMAN RESOURCES OFFICE

Reference: ***2016 Market Rate Adjustment Plan***

To: Mayor Richard N. McLean and Members of City Council
Through: Manuel Esquibel, City Manager



Prepared By: Karen Borkowski Surine, Administrative Services Director

Date Prepared: March 1, 2016

PURPOSE To approve an Ordinance establishing Market Rate Adjustments for City of Brighton employee positions, effective with the pay period beginning June 5, 2016.

BACKGROUND

In furtherance of the City Council goal to have all City of Brighton employee position compensation at 100% of median market, a City Manager appointed team consisting of Karen Borkowski Surine, Clint Blackhurst, Dan Frelund, Rich Kelly, Laura Morris, Curt Bauers, Joe Smith, and Gary Wardle. The Compensation Team met numerous times over the past several months in an effort to recommend a plan to meet that goal.

The first step involved a review of market data. The “market” consisted of Adams County, Arvada, Aurora, City and County of Broomfield, Commerce City, Northglenn, Thornton and Westminster. Staff members met with Joe Shellhaus, Mountain States Employers Council Surveys Manager, on February 5, 2016. He suggested that the criteria to be used for comparison include: 1. Competitors (defined as who the City loses staff to, which should include private employers, where applicable); 2. Size (other municipalities with the same populations and approximate staff size); 3. Proximity, and 4. Industry type.

Next, the Human Resources Staff met with each Department Director, Assistant City Managers and City Manager Esquibel to discuss the market data and to review each position under their purview to determine internal parity based on job duties, supervision exercised, education, experience, and scope of duties.

Based upon the market analysis, the compensation for City of Brighton employees is, on average, 6% below the market. Specifically:

- Group I - 102 positions are between 1% and 10% out of market;
- Group II - 30 positions are between 11% and 13% out of market (*Note: most of these are single employee positions and require further evaluation of the specific job description in comparison with the market*);
- Group III - 18 positions are currently at market.

To meet the goal of reaching 100% of market, the Compensation Committee is recommending the following adjustments, effective with the pay period beginning June 5, 2016:

- Group I -all positions brought to market.
- Group II - all positions increased 10% in 2016, with no position more than 3% out of market

Recognizing that this recommendation is an important step in a three-year plan to achieve the City Council goal of market salary parity for all employees, the team is also recommending that the 2016 budget be amended and that monies be designated in 2017 and annually thereafter as a specific line item in the budget to assure implementation and sustainability of the plan. The Finance Department has suggested that the source of the necessary funding for 2016 come from end of year fund balance to address the City's ability to keep up with the market changes and remain competitive in recruiting and retaining talented staff. With the funding built into the budget in future years there will be more flexibility in adjusting market gaps early in the year or as the market changes.

Once the goal of having all positions at market is achieved, the team's next task will be to review merit, market and step increases. The team is also committed to continue to update market data and job descriptions each year in the same manner and make recommendations as needed. Based upon the recommendations from Mountain States Employers Council, the team is proposing to include Denver, Englewood, Erie, Golden, Longmont and Loveland in future market survey analysis.

FINANCIAL IMPLICATIONS

In order to implement the recommendation in 2016, City Council will be asked to approve a supplemental budget appropriation at final reading of the ordinance. Please note this dollar figure necessarily includes the changes the market adjustment brings to the benefits portion of compensation (Medicare and ICMA). The total budget amendment for implementation of the recommended market adjustments, with ICMA and Medicare, is \$659,000. Outlined below is the cost breakdown of the proposed 2016 Market Rate Adjustment allocated by fund.

FUND	2016 BUDGET COST & SOURCE
General Fund	\$550,000 Unassigned Fund Balance
BURA	\$ 3,000 BURA Funds
Cemetery	\$ 7,000 Cash Reserves
Utilities	\$ 98,000 Cash Reserves
Total	\$ 659,000

BRIGHTON CITY COUNCIL ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, ESTABLISHING CERTAIN MARKET RATE SALARY ADJUSTMENTS FOR REGULAR FULL TIME AND REGULAR PART TIME EMPLOYEES OF THE CITY OF BRIGHTON PERSONNEL FOR A PORTION OF BUDGET YEAR 2016; INSTRUCTING THE CITY MANAGER TO IMPLEMENT SUCH ADJUSTMENTS EFFECTIVE JUNE 5, 2016; AND SETTING FORTH OTHER DETAILS RELATED THERETO.

ORDINANCE NO. _____

INTRODUCED BY: Edwards

WHEREAS, fair and equitable personnel management tools and practices are essential for the administration of City government; and

WHEREAS, the City maintains and administers formal personnel policies and has assigned staff to implement and carry out the City's personnel administration; and

WHEREAS, in July of 2004 the City Council enacted Resolution No. 04-74 to establish certain Metro Adams County municipalities as the base for market rate comparisons for the City and to authorize the use of 100% of median market rate comparison for the restructuring of the salary plan for City employees; and

WHEREAS, since the beginning of the year, the Salary Survey Committee has studied and analyzed the existing pay plan, pay ranges, job classifications, and, based upon the information collected and the analyses conducted, has determined that a Market Rate Adjustment is necessary to move employees closer to 100% of the median market rate, and that the Salary Range Placement Table should be updated accordingly; and

WHEREAS, based on the gradual improvements in the City's economic conditions and recognizing the importance and value that the City's employees are to the City, the City Council finds and determines that a Market Rate Adjustment and updating the Salary Range Placement Table are justified and warranted under the information presented.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRIGHTON, COLORADO, THAT:

Section 1. In order to take a positive step toward achieving 100% of the median market rate for City employees, a Market Rate Adjustment to salary is warranted.

Section 2. All regular full-time and regular part-time employees 1-10% out of market will receive an increase of 1-10% to bring them to 100% of median market.

Section 3. The regular full-time and regular part-time employees over 11% out of market will receive a 10% market increase and be brought to no more than 3% out of market and receive further evaluation of the job description.

Section 4. The City Manager is directed to make such adjustments, effective with the payroll period beginning June 5, 2016.

**INTRODUCED, PASSED ON FIRST READING AND ORDERED PUBLISHED
THIS 17th DAY OF MAY, 2016.**

CITY OF BRIGHTON, COLORADO

Richard N. McLean, Mayor

ATTEST:

Natalie Hoel, City Clerk

APPROVED AS TO FORM:

**Margaret R. Brubaker, Esq.
City Attorney**

**Published in the *Standard Blade*
First Publication: May 25, 2016**

**PASSED ON SECOND AND FINAL READING AND ORDERED PUBLISHED BY
TITLE ONLY THIS 31st DAY OF MAY, 2016.**

CITY OF BRIGHTON, COLORADO

Richard N. McLean, Mayor

ATTEST:

Natalie Hoel, City Clerk

**Published in the *Denver Post*
Final Publication: June 1, 2016**

**Published in the *Standard Blade*
Final Publication: June 8, 2016**



Staff Report

File #: ID-185-16, **Version:** 1

Department of Finance

Reference: 2016 Budget Resolution Employee Market Rate Adjustments

To: Mayor Richard N. McLean and Members of City Council

Through: Manuel Esquibel, City Manager

Prepared By: Dan Frelund, Finance Director

Date Prepared: May 24, 2016

PURPOSE

To appropriate money for expenditure for the employee market rate adjustments.

BACKGROUND

In furtherance of the City Council goal to have all City of Brighton employee position compensation at 100% of median market, City Council will be adopting an ordinance to implement the 2016 Market Rate Adjustment Plan. Since the market rate adjustments were not built into the 2016 budget, additional amounts are required to be appropriated.

CRITERIA BY WHICH COUNCIL MUST CONSIDER THE ITEM

FINANCIAL IMPACT

Additional monies need to be appropriated to fund the 2016 Market Rate Adjustment Plan. The source of funds is from unassigned fund balance.

General Fund	\$557,000
Cemetery Fund	7,000
Water Fund	55,000
Wastewater Fund	39,000
Storm Drainage Fund	4,000
Total	662,000

STAFF RECOMMENDATION

Approve the 2016 budget resolution.

ATTACHMENT

2016 Budget Resolution - Market rate adjustment

**CITY OF BRIGHTON, COLORADO
2016 BUDGET AMENDMENTS**

A RESOLUTION AMENDING CERTAIN ACCOUNTS IN THE GENERAL FUND, CEMETERY FUND, WATER FUND, WASTEWATER FUND AND STORM DRAINAGE FUND FOR EMPLOYEE MARKET RATE ADJUSTMENTS; AND APPROPRIATING MONEY FOR EXPENDITURE.

Resolution No: _____

WHEREAS, authority is granted by sections 29-1-109 and 29-1-111 of the Colorado Revised Statutes and Section 10.12 of the City of Brighton, Colorado Charter to amend the adopted budget for the current fiscal year; and

WHEREAS, those adjustments to the 2016 Budget which are necessary for the 2016 City operations could not have been reasonably foreseen at the time of the adoption of the 2016 Budget; and

WHEREAS, the City Council goal is to have all City of Brighton employee position compensation at 100% of median market and based on the market data, additional appropriations are required to fund this goal; and

WHEREAS, the City Council has been advised by the City Manager that the revision to the 2016 Budget as contained within this resolution can adequately be implemented as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brighton, Colorado that the 2016 Budget as stated in this Resolution, hereby, be amended and appropriated for the fiscal year beginning January 1, 2016 and ending December 31, 2016, as follows:

<u>Fund Revenues</u>	
General Fund	
Fund Balance	\$557,000
Cemetery Fund	
Transfers from General Fund	7,000
Water Fund	
Fund Balance	55,000
WasteWater Fund	
Fund Balance	39,000
Storm Drainage	
Fund Balance	4,000
Total	662,000

<u>Fund Expenditures</u>	
General Fund	
Salaries	\$550,000
Transfer to Cemetery Fund	7,000
Cemetery Fund	
Salaries	7,000

Water Fund	
Salaries	55,000
WasteWater Fund	
Salaries	39,000
Storm Drainage	
Salaries	4,000
Total	662,000

ADOPTED this 31st day of May, 2016.

CITY OF BRIGHTON, COLORADO

Richard N. McLean, Mayor

ATTEST:

APPROVED AS TO FORM:

Natalie Hoel, City Clerk

Margaret R. Brubaker, Esq.
City Attorney